

August 19, 2002

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

**REQUEST FOR EXTENSION ON REPORTS RELATED TO THE REFUGEE  
IMMIGRANT TRAINING AND EMPLOYMENT (RITE) PROGRAM**

This is to request an extension until September 6, 2002, for several analyses related to the RITE program as requested by your Board on June 4, 2002 (Synopsis #117) and June 26, 2002 (Synopsis #9B).

**Background**

Due to a projected shortfall in the Department of Public Social Services (DPSS) budget in Fiscal Year (FY) 2002-03, DPSS proposed to provide direct case management activities for non-English, non-Spanish speaking CalWORKs participants. In recent years, the Department of Community and Senior Services (CSS) has provided these services, known as the RITE program, via contracts with community-based contractors.

The FY 2002-03 Adopted Budget reflects the transfer of this case management function to DPSS, subject to reconsideration based on the results of a Proposition A cost analysis now being reviewed by the Auditor-Controller. The cost analysis will compare the CSS RITE program costs to the projected costs for DPSS employees to provide the same services.

The FY 2002-03 budget also includes \$3 million for CSS to continue operation of the RITE program through August 31, 2002. Although DPSS and CSS believe that the existing \$3 million funding will be sufficient for CSS to continue to operate the RITE program at least through mid-September, we will address any outstanding funding issues in our September 6 report. To allow for the continuation of the RITE program until a final decision is made, CSS' existing community-based contracts have been extended on a month-to-month basis.

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In addition to the cost analysis, the Board also requested the following information by August 15, 2002:

- On June 4, 2002, the Board instructed the Chief Administrative Officer (CAO) to review the efficiency of inter-departmental fund transfers between DPSS and CSS and to compare the administration and implementation of these programs with other counties. The RITE program is one of several programs that CSS administers for DPSS.
- On June 26, 2002, the Board instructed the CAO and the Auditor-Controller to report on the following issues:
  1. Quality of services provided by DPSS and CSS to the RITE participants;
  2. Cultural and language competencies of DPSS and CSS;
  3. Accessibility of service center locations of DPSS and CSS;
  4. Program effectiveness in terms of specialized employment and training services;
  5. The short-term and long-term impacts on CalWORKs non-English/non-Spanish speaking participants;
  6. Projected job loss to the current RITE providers; and
  7. Projected layoffs in DPSS without a transfer of the RITE program and projected layoffs in CSS as a result of a program transfer from CSS to DPSS.

### **Current Status**

DPSS recently withdrew its caseload data provided for the Proposition A cost analysis program because DPSS believes that the caseload projections may have been understated (see attached DPSS report on CalWORKs/TANF time limits). DPSS is in the process of revising its caseload estimates and program costs, and it plans to meet with CSS to agree on revised caseload data in the next several days. At that point, cost data will be resubmitted to the Auditor-Controller for review. As a result of this delay, we must request an extension of the deadline until September 6, 2002.

If you have any questions, please contact me, or your staff may contact Anna Hom-Wong at (213) 893-2295.

DEJ:DL

JEJ:AHW:alc

Attachment

c: Auditor-Controller  
Executive Officer, Board of Supervisors  
Director, Department of Public Social Services  
Director, Department of Community and Senior Services